



**Monique Rodriguez |**  
**Visual Communicator**  
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#### **Education |**

The Art Institute of California- Orange County Class of 2008  
Bachelor of Science in Graphic Design

#### **Professional Proficiency |**

Microsoft Office	InDesign	QuarkXpress	Photoshop
Illustrator	AfterEffects	Dreamweaver	Mac PC Platforms

#### **Additional Skills |**

Photography (Digital and Print Platforms)  
Bilingual (Conversational Spanish)

#### **Affiliations |**

American Institute of Graphic Arts (AIGA)

#### **Work Experience |**

Patient Services Coordinator | Riverside Medical Clinic | May 2006 – Current

Receiving/Retrieving patient health information	Initial/Continual medical chart creation/Completion
Regularly communicate/Assist physicians	Clarify diagnoses
Daily use of computer programs	Cost control of supplies/Accurate distribution
Handle confidential/Time sensitive information.	

#### **Industry Experience |**

Freelance Graphic Design | Social Enterprise Institute | November 2008

Part of a full service Graphic Design group that provided vast array of marketing needs and services.

Logo design	Web Sites	Brochures	Trade Show Graphics	PowerPoint Presentations
Catalogs	Posters	Postcards	Newsletters	E-Mail Marketing
Writing	Photography	Font Creation		

Production Assistant | Merit Andrew | April 2003 - January 2005

Part of a full service Production Company.

Collecting relevant stock footage/imagery	Photo retouching
Coordinated weekly production set	Rendered and duplicated DVD format
Production archiving	Client distribution
Ran/Organized front office clerical procedures	

Public Relations Assistant | Latinologues | March 2003

PR assistant throughout The Coronet Theatre run in Los Angeles

Creation of press kits	Coordinated interviews with local media groups
Maximum exposure	Generate positive publicity
Hosted event premiers	Marketed up and coming comedians
Creative branding	Established feet on the street approaches to advertising/event recognition.